

PROPOSED

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE	OFFICE/BRANCH/SECTION	
Staff Services Analyst	59/DES/Office Engineer	
WORKING TITLE	POSITION NUMBER	EFFECTIVE DATE
Contract Bid Verification Analyst	559-285-5157-xxx	

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction of a Staff Services Manager I in the DES-Office Engineer (OE) Contract Awards Unit, the Staff Services Analyst performs the more complex analytical tasks associated with Administrative functions. The incumbent in this position provides specialized staff support for contract bid opening, verification and award activities. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage	Job Description
Essential (E)/Marginal (M) ¹	
40% E	The incumbent is a lead bid verification specialist for OE Awards. Assists with major construction contract bid opening. Prepares Notice to Contractors researching project files, various financial documents and incorporating addenda to obtain information necessary to prepare the preliminary bid summary, working with various units in OE to gathering and analyzing information from the blue sheet estimate to produce the Bid Status Report. Ensures the criteria of the special provisions and specific requirements of the public contract code have been met to determine responsiveness of the bid submitted. The incumbent as part of team, uploads and manually verifies that electronic bid data is properly transferred into the file maker pro (Bid Opening System), initiates progress pay for contracts for input into the Projects and Cost Accounting System (CAS). In addition, reviews bids for responsiveness, notifies and reports to staff minor bid defects, prepares preliminary bid summaries, proof reads and edits the bid summaries and consults with departmental officials and various unit employees to resolve bid opening secure information in preparing final bid summary. Tabulates and analyzes bid document data to prepare the bid opening status report. Responds to inquiries regarding bid results. The incumbent analyzes, processes and makes recommendations on bid opening procedures, policies, and program alternatives; making decisions on the information received and prepare correspondence related to bid extensions.
15% E	As required by 49 CFR Part 26, assist in preparing the Administrative Reconsideration package when the Contract Evaluation unit determines that a bidder did not make good faith efforts to meet Disadvantaged Business Enterprise (DBE) goal on construction contracts. Act as staff support to the Administration Reconsideration Committee when a bidder requests a meeting concerning its good faith efforts. Assist in researching and analyzing the bidder's history of achieving goals or making good faith efforts. Assist in analyzing the documentation provided by the bidder, prepares a written briefing on all information pertinent to the appeal, and may presents it orally to the Committee prior to the meeting with the bidder. In addition, the incumbent will electronically report all public works contracts to the Department of Industrial Relations (DIR) upon award to a contractor. Attends Reconsideration Committee meetings to hear the bidder(s) present information regarding its good faith efforts, and take notes during, the meeting. Assist in preparing the Committee's written decision for signature, and correspondence notifying the bidder of the results of the meeting. Prepares a draft write up of the Good Faith Reconsideration Committee Determination Report.

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15%	E	In accordance with Government Code verifies status of bidder's licenses, small business, and insurance certification and enters information into the Office Engineer Project database. Makes relevant entries and inquires into the Office Engineer Project database regarding bidder status.
15%	E	In accordance with Public Contract Code monitors receipt of contractors Subcontractor List documents and inserts into bid documents. Verifies and corrects and or edits bid document, i.e. contractor and subcontractor information. The incumbent maintains the Office Engineers Contractor's List database, entering and verifying accurate input of contractor information. Maintains the Office Engineer Legal Opinions database and files.
10%	E	Initiates the Progress Pays System for the awarded bidder in the Project Management Control System (PMCS). Updates the PMCS when bidder revisions occur, abolishes the previous bidder record prior to entering data for another bidder. Ensures the establishment of a new bidder record and revises the final bid summary.
5%	M	Special projects as assigned for this classification.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

The incumbent does not supervise other employees.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Knowledge of: Government Code, Public Contract Code, Military and Veterans Code and the U. S. Department of Transportation guidelines for Federal Highway Administration funded programs including, but not limited to, 49 CFR Part 26; principles and trends of public and business administration, specifically the State and federal budget process and contracting procedures, the purpose, formal goals and objectives, organizational structure, policies and procedures of the Department of Transportation; State and Federal laws, rules, regulations, standards and administrative procedures as they pertain to the processing and award of highway construction contracts. Knowledge of microcomputer technologies and software is desirable.

The incumbent must be detail-oriented and produce completed staff work. Must be able communicate effectively and tactfully orally and in writing; review and edit written reports; reason logically and creatively, and interpret written and numerical data accurately. The incumbent must be deadline-driven, and have the ability to adhere to very tight timeframes and handle a tremendous volume of work which requires multitasking and a comprehensive knowledge of governmental functions and organization.

The incumbent must also be dependable and able to establish and maintain cooperative working relationships within the Department, other agencies and the construction industry; develop and maintain a level of professional integrity to ensure that the best interests of Office Engineer and the Department are served; work well with staff in a variety of classifications and all levels of management, and establish and maintain project priorities and deadlines.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Errors in bid verification, reporting, data entry and evaluating and calculating information contained in contract documents could result in protests from other contractors, such errors could cause the Department to award a contract to a bidder otherwise ineligible to expend federal or state funds.

PUBLIC AND INTERNAL CONTACTS

The employee will routinely contact other Caltrans personnel, contractors, and/or their representatives of the Federal Highway Administration, to transmit or obtain relevant contract evaluation information.

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PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Employees may be required to sit for long periods of time using a keyboard and terminal. It is desirable that the incumbent has the ability to develop and maintain cooperative working relationships, recognize emotionally charged issues or problems, and respond appropriately in difficult situations.

WORK ENVIRONMENT

While at their base of operation, employees will work in a climate-controlled office, under artificial lighting. Employees are expected to travel statewide as needed. Workload demands will dictate the need for overtime work.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE